



## North Carolina Department of Health and Human Services Office of the Controller

**Michael F. Easley, Governor**  
**Dempsey Benton, Secretary**

**Laketha M. Miller, Controller**

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### MEMORANDUM

TO: Mental Health Providers  
Local Management Entities

FROM: Laketha M. Miller *Laketha M. Miller*

DATE: May 15, 2008

RE: Mental Health Cost Reporting Training Sessions

Summer training dates for the Mental Health Cost Report have been set. This training is recommended for those direct enrolled providers who have an accounting year end between 6/30/08 and 9/30/08 and are required to file a cost report by 11/30/08 or 02/28/09.

Due to the number of providers who have to file the Mental Health Cost Report and the size of the computer classrooms at facilities, it is no longer practical for the Controller's Office to offer hands-on computer training. Instead the training session will consist of an overview of the application to show how the data that providers have collected goes into the Cost Report application. The training sessions will be offered at each location twice a day. Participants only need to attend one half day session. The discontinued portion is when participants had the opportunity to key a detailed training example. Instead, the training example will be provided on the Controller's Office web site for participants to try on their own. Due to enhancements made to the program and updates made each year, attendance is recommended. If you have an unusual situation or circumstance, please bring the relevant data or supporting documentation with you for clarification. Time will be provided during each session for specific questions.

We have established training sites throughout the state. There will be two days to choose from in the Central Region, two days in the West, two days in the East and three days in Raleigh. The half day morning sessions will begin at 8:30 A.M. and end at 12:00 P.M., and half day afternoon sessions will begin at 1:00 P.M. and end at 4:30 P.M.

Registration will be open as long as seats are available. If the date, time or location you wish to register for is not shown on the list of training sites, that means there are no seats available; so please try to sign up early. We will be attempting to have full sessions so your selection may be shifted if only a few people have signed up for a particular session. Your registration will be confirmed by return e-mail a week to two weeks prior to the training session. It is recommended the employees attending this training be those individuals collecting and/or inputting the information into the application.

**The two days in the Central Region will be at the following location:**

**Grady P. Swisher Center**, 1251 Dudley Products Drive; Kernersville, NC 27284. Room 212 with a maximum of 40 participants for each session.

Sessions will be held June 17 and 18, 2008 from 8:30 am to 12:00 pm  
Sessions will be held June 17 and 18, 2008 from 1:00 pm to 4:30 pm

**The two days in the Eastern Region will be at the following location:**

**Martin Community College**, 1161 Kehukee Park Road, Williamston, NC 27892-4425. Building 1, room 14 with a maximum of 100 participants for each session.

Session will be held June 25 and 26, 2008 from 8:30 am to 12:00 pm  
Session will be held June 25 and 26, 2008 from 1:00 pm to 4:30 pm

**The two days in the Western Region will be at the following location:**

**Western Piedmont Community College**, 1001 Burkemont Avenue; Morganton, NC 28655-4504. Room 120 in the Learning Resources Center (LRC), with a maximum of 60 participants for each session.

Sessions will be held July 1 and 2, 2008 from 8:30 am to 12:00 pm  
Sessions will be held July 1 and 2, 2008 from 1:00 am to 4:30 pm

**The two days in Raleigh will be at the following locations:**

**NC DOT Training Center**, 313 Chapanoke Road; Raleigh, NC 27603. Rooms 203 and 204, with a maximum of 64 participants for each session.

Sessions will be held June 13, 27 and July 7, 2008 from 8:30 am to 12:00 pm  
Sessions will be held June 13, 27 and July 7, 2008 from 1:00 pm to 4:30 pm

The following information is needed when registering: organization's name, employee's name, title, email address and phone number where they can be reached. We will also need to know the organization's accounting year end date and the date, location and time of the training the employee plans to attend. Attendance will be limited to two (2) employees from each organization to allow as many organizations to participate in the training as possible. If your second attendee is an accounting firm, enter the firm name on the Organization line and continue to complete the form.

As mentioned previously, this training is for providers with a fiscal year end of 6/30/08 or 9/30/08. Providers with an accounting year end of 12/31/08 or 3/31/09 should wait to come to training until it is offered again at the end of the year.

For questions concerning registration, call Susan Kesler at (919)855-3680. We look forward to providing you with very informative training sessions this year. Thank you for your assistance and support.

**To register, please hold down the CTRL button on your keyboard and click on this link:**  
**[www12.asphost4free.com/costreporttest/](http://www12.asphost4free.com/costreporttest/)**. This link can also be copied or typed into your internet browser

**CONTACTS AND DIRECTIONS:** **Call these locations for driving directions only.** Please utilize the complete addresses to get you to the city in which the training will take place and then use the particular information provided below – adjusting the instructions for the direction from which you are coming to the training.

**Grady P. Swisher Center** – 1251 Dudley Products Drive; Kernersville, NC 27284 (336) 993-6780.  
Room 115 – [www.forsyth.tec.nc.us](http://www.forsyth.tec.nc.us).

**Traveling East on Business 40 to Kernersville**, take Exit 16 – Colfax (Left of Business 40 on Tr. 431). Turn right on Old Greensboro Road, then right on Dudley Products Drive and proceed to the Swisher Center.

**Traveling from East Mountain Street**, turn left on Route 421, then right on Old Greensboro Road at the Dudley Products Plant. Turn right on Dudley Products Drive and proceed to the Swisher Center.

**Traveling East on I-40**, take Highway 66 exit and proceed to Kernersville. Cross over Business 40 and turn right on East Mountain Street. Turn left on Route 421, then right on Old Greensboro Road at the Dudley Products Plant. Turn right on Dudley Products Drive and proceed to the Swisher Center.

**Western Piedmont** - 1001 Burkemont Avenue; Morganton, NC 28655-4504. Learning Resources Center (LRC), Room 120 - [www.wpcc.edu](http://www.wpcc.edu)

**Driving west on I-40 from Hickory**, take Exit #103 and turn right onto Burkemont Ave. WPCC is on the right, 1 block up.

**Driving east on I-40 from Asheville**, take Exit #103 and turn left onto Burkemont Ave. Cross the bridge over I-40, WPCC is on the right, 1 block up.

**Driving into Morganton on Hwy. 18 from Lenoir**, turn left onto South Sterling Street. Turn right at Burger King onto W. Fleming Dr. At NC School for the Deaf, turn left onto Burkemont Ave. WPCC is on the left at the second traffic light.

**Driving into Morganton on Hwy. 64 from Rutherfordton**, cross over I-40. WPCC is on the right, 1 block beyond I-40.

**Martin Community College** – 1161 Kehukee Park Road, Williamston, NC 27892 (252) 792-1521 – Building 1, Room 14 - [www.martincc.edu](http://www.martincc.edu)

**From East**, take Hwy 64 West to the intersection at McDonald's in Williamston, turn left on Hwy 13/17 Bypass, continue straight past the Comfort Inn on the right, after this intersection the Hwy becomes Old Hwy 64 Bypass, continue approximately 2-3 miles, turn left on Kehukee Park Road.

**From West**, take US 64 East to Exit #512 (Prison Camp Road Exit), turn right on Prison Camp Road, turn left on Kehukee Park Road. College is on the right.

**From North**, take Hwy 13/17 South to Williamston, continue straight until it becomes Old Hwy 64 Bypass, continue approximately 2-3 miles, turn left on Kehukee Park Road. College is on the left.

**From South**, take US 17 North, turn left to take the US64 ramp, take the Prison Camp Road Exit, turn right on Prison Camp Road, turn left on Kehukee Park Road. College is on the right.

**NC DOT Training Center** – 313 Chapanoke Road; Raleigh, NC 27603 (919) 662-3582 – Rooms 203 & 204 - <http://www.ncdot.org/it/training/Maps.html>

**From I-40/440**, take exit #299 Hammond Road, turn right onto Chapanoke, building is on the left. The building has a pink tint with the number “313” on top right corner of the building.

Upon entering the building from the side entrance, follow the hallway around to the elevator. It is located at the center of the building. Take the elevator to the second floor. Turn to your right after exiting the elevator and you will see Suite 201. Enter the suite, the first door to your left is Room 201. Room 202 is next door. Take the first hallway to your left and then the second door to your left is room 202. Rooms 203 and 204 are directly across the hall. Look for the big blue door after coming off the elevator.

CC: Phillip Hoffman  
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